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**Civil Engineering**

**REAL PROPERTY ACCOUNTABILITY AND  
REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Management*, and Department of Defense Instruction 4165.14, *Inventory of Military Real Property*, December 21, 1966, with Changes 1 through 4. It provides procedures for establishing accountability and designating installations. It provides guidance for maintaining real property records and reporting real property assets according to Title 10, United States Code, Section 2701. This instruction applies to industrial real property that is contractor-operated and under the control of the Deputy Assistant Secretary (Management Policy and Program Integration). Detailed procedures are described in Air Force Handbook (AFH) 32-9007, *Managing Air Force Real Property*.

**SUMMARY OF REVISIONS**

This is the initial publication of AFI 32-9005. It updates guidance for establishing accountability and reporting real property.

## Chapter 1

### ESTABLISHING, DESIGNATING, AND CLASSIFYING INSTALLATIONS

**1.1. Establishing Installations.** Installation commanders and major commands (MAJCOM) must assign a name, use, and designation to real property that they have acquired following the guidelines in AFI 32-9001, *Acquisition of Real Property*.

#### **1.2. Naming Installations:**

1.2.1. Use a name that best identifies the geographic location of the installation.

1.2.2. Use the procedures authorized in AFI 36-3108, *Memorialization Program and Ceremonies*, to name an installation after a deceased person.

1.2.3. Name airfields for the primary installation they support. Use numerical suffixes if necessary.

1.2.4. Use the official local name and location designation if the Air Force shares the installation with a civil, commercial, or Government service.

**1.3. Designating Installation Kind.** Identify an installation based on its general use or purpose.

**1.3.1. Air Force Base, Air Base, Air Reserve Base or Air Guard Base.** Use the applicable term for installations from which aircraft operations can be conducted or from which major activities of importance to Air Force combat, combat support, and training missions can be supported.

**1.3.2. Air Station, Air Reserve Station or Air Guard Station.** Use the applicable term for installations with or without a flying mission that is operated by an active Reserve or Guard unit of at least a squadron size that does not otherwise meet the criteria of paragraph 1.3.1. ***Note: Prior to designating an installation as an Air Force base or air station, verify the installation category (Major or Minor) with Headquarters US Air Force Bases and Units (HQ USAF/XOOB).***

**1.3.3. Air Force Auxiliary Airfield.** Use this term if the installation has an aircraft operating area that supports a primary installation.

**1.3.4. Air Force Plants.** Use this term if the installation is Air Force controlled industrial property operated by a contractor primarily to fulfill government contracts.

1.3.4.1. HQ AFMC will:

- Serially number Air Force plants instead of naming them.
- Notify SAF/AQXM when they number industrial property.
- Get SAF/AQXM approval to reassign or renumber Air Force plants.

**1.3.5. Family Housing.** Establish one installation for all approved leased housing within a metropolitan area.

**1.4. Designating Installation Type.** For real property accountability and reporting, designate an installation as one of the following types:

- Primary installation.
- Auxiliary installation.

- Offbase installation.
- Detached installation.
- Detached leased installation.

**NOTE:**

See **Attachment 1** for definitions.

**1.5. Using AF Form 1192, USAF Installations Characteristics Report (RCS:SAF-MII[AR]7119).**

Installations and MAJCOMs use this form to program, establish, and report changes to the characteristics of an Air Force installation. This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions.

1.5.1. For installations in two states, prepare an AF Form 1192 for each state.

1.5.2. After approval of this report, establish or update information in the MAJCOM and installation Work Information Management System (WIMS) Installation Header File.

1.5.3. Reports that require AFREA/MI to publish special orders (see paragraph **1.6.1.**) must be received at least 30 days prior to the effective date of the change.

1.5.4. HQ AF/CC approval is required for inter-command transfers.

1.5.4.1. After approval, the gaining command prepares AF Form 1192 and forwards to AFREA/MI.

**1.6. Publishing Special Orders.** Prepare special orders in the "G Series," according to AFI 37-128, *Administrative Orders (PA)*, to announce new installations and characteristics changes. The authorities for publishing special orders are:

**1.6.1. AFREA/MI. Publishes:**

- All transfers between MAJCOMs, Department of Defense (DoD) agencies, and other US Government agencies or departments.
- The activation of a primary or auxiliary installation.
- The inactivation of a primary or auxiliary installation.
- The disposal of an excess primary or auxiliary installation. (See AFI 32-9004, *Disposal of Real Property*.)
- A name change in memory of the deceased.
- Classifying of primary or auxiliary installations.
- All Air National Guard (ANG) changes.

**1.6.2. MAJCOMs. Publish:**

- Activation, assignment, and inactivation of all offbase, detached, and detached leased installations.
- Transfers within a command.
- Disposal of all off-base, detached, or detached leased installations.
- Renaming of offbase and detached installations.

## Chapter 2

### ACCOUNTING FOR REAL PROPERTY

#### **2.1. Establishing Real Property Records.** Installation commanders and MAJCOMs:

- Establish real property records.
- Ensure that their personnel keep an accurate account of Air Force land and improvements.

2.1.1. In foreign countries, personnel must keep accurate real property records because the US Government may be liable for claims that the host governments may make when agreements are terminated.

2.1.2. Use real property records for:

- Cost accounting.
- Budgeting funds.
- Master planning.
- Manpower and facility use.
- Reports for the:
  - Base Civil Engineer (BCE).
  - MAJCOM.
  - Secretary of the Air Force.
  - DoD.
  - General Services Administration (GSA).
  - Congress.

**2.2. AFREA/MI Responsibilities.** AFREA/MI develops, administers, and supervises procedures for Air Force real property accountable records and reports.

**2.3. MAJCOM Responsibilities.** The commander of each MAJCOM:

- Ensures that each installation keeps current and accurate real property records.
- Meets audit requirements and follows the methods and procedures of this instruction.
- Provides AFREA/MI with copies of staff assistance and audit reports.

**2.4. Installation Commander and US Property and Fiscal Officer (USPFO) Responsibilities.**

Installation commanders and USPFOs (for ANG installations):

- Appoint by special order a BCE, officer or NCO, or US civilian employee of the BCE as a real property accountable officer. (See paragraph 2.4.1.)
- Ensure that personnel keep current, accurate, and complete real property records.
- Base reports to higher headquarters on real property accountable records.
- Promptly correct deficiencies found in reports of audit.
- Minimize recurring deficiencies.

2.4.1. Contractors may be appointed as the real property officer at Air Force plants.

2.4.1.1. SAF/AQXM and AFREA/MI must approve appointments of contractors.

2.4.1.2. The Air Force staff engineer and contract management officer of the nearest base monitor the management, accounting and reporting of real property by the appointed contractor.

**2.5. Work Information Management System (WIMS).** Real property accountable officers establish and maintain real property records for each facility that requires reporting.

- Use on-line WIMS software documentation for detailed instructions.
- Do not use manual real property cards at WIMS bases.

**2.6. Using Real Property Forms.** The following forms will be prepared for records not available in WIMS.

- AF Form 1430, **Real Property Accountable Record - Buildings.**
- AF Form 1431, **Real Property Accountable Record - Systems.**
- AF Form 1432, **Real Property Accountable Record - Miscellaneous Structures.**
- AF Form 1433, **Real Property Accountable Record - Plants.**
- AF Form 1434, **Real Property Accountable Record - Pavements.**
- AF Form 1435, **Real Property Accountable Record - Land.**
- AF Form 1436, **Real Property Accountable Record - Railroads.**
- AF Form 1437, **Real Property Voucher Register.**
- AF Form 1438, **Inventory Detail - Buildings.**
- AF Form 1440, **Real Property Control Ledger.**
- AF Form 1441, **Real Property Voucher.**
- AF Form 1442, **Real Property Engineering Data.**
- AF Form 1443, **Real Property Card Control Register.**
- AF Form 1450, **Real Property Accountable Record Supplemental Card.**

**2.7. Transfer of Accountability.** A transfer of Accountability Certificate ( **Attachment 2**) must be prepared when real property accountable officers are transferred or reassigned. Detailed instructions are found in AFH 32-9007.

**2.8. Accounting for Offbase Installations:**

2.8.1. The real property records of offbase and auxiliary installations form part of the real property account for the primary installation.

2.8.2. Real property accountable officers identify records for detached installations within the same command with the real property account code of the logistic support installation.

**2.9. Accounting for Other Command Installations.** When it is impractical to maintain real property records at a primary installation, the responsibility will be assigned to the nearest Air Force installation having the capability. (See AFI 25-201, *Support Agreement Procedures*, for guidance.)

2.9.1. Separate real property records, files, and reports must be maintained by the servicing installation real property officer.

2.9.2. The MAJCOM of the serviced installation retains real property jurisdiction and control.

**2.10. Auditing Air Force Real Property Records.** As the auditor general directs, the Air Force Audit Agency audits real property accounts to ensure that real property accountable officers:

- Adequately protect Government interests.
- Properly authorize and record accounts.

2.10.1. When an audit reveals deficiencies, the real property accountable officer must correct as many of these deficiencies as possible.

2.10.1.1. Auditors must discuss action to correct remaining deficiencies with the installation commander or representative when the audit is complete.

2.10.2. After the audit, the real property accountable officer adjusts, explains, or corrects deficiencies in the records or procedures.

**2.11. Auditing Installations Scheduled to Close.** Auditors do not need to audit the real property accounts of an installation that authorities have declared excess and reported for disposal.

2.11.1. The MAJCOM of the installation scheduled to close must conduct a staff assistance visit to make sure that records are complete and accurate before relieving the real property accountable officer of accounting duties.

## Chapter 3

### ACQUIRING REAL PROPERTY

**3.1. Background.** The Air Force usually acquires real property from a real estate or construction agent, such as the Corps of Engineers of the Department of the Army. Facilities are transferred to Air Force accountability according to AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*. To acquire real estate by methods other than construction, see AFI 32-9001.

**3.2. Transferring Military Real Property From Real Estate and Construction Agents.** The real estate or construction agent submits DD Form 1354, **Transfer and Acceptance of Military Real Property**, to the BCE for signature and acceptance.

3.2.1. This form must contain enough detail and information to prepare real property records. (See AFH 32-9007 for information to provide with DD Form 1354.)

3.2.2. Use DD Form 1354 to transfer:

- New construction from construction agencies as outlined in AFI 32-1023.
- Offbase real property that another command supports.
- Property that the Air Force acquires by purchase or condemnation.
- Leased property.

3.2.3. For transferring real property with deficiencies or beneficial occupancy, see AFI 32-1023.

**3.3. Transferring Real Property From Contractors, Engineers, and Other Agencies.** BCEs may transfer buildings that contractors, resident engineers, other Government agencies, and service organizations own by:

- Using a DD Form 1354.
- Marking the DD Form 1354 as "Found on Installation."
- Coordinating these actions with the Corps of Engineers representative.

3.3.1. The owner may need to give the BCE a quit claim deed to protect the Government's title to the property.

**3.4. Transferring Real Property From One Air Force Installation to Another.** BCEs must use DD Form 1354 to transfer real property facilities from one installation to another.

3.4.1. The form must:

- Show the authority for the transfer.
- Contain the signatures of the civil engineers involved.

**3.5. Construction by Local Contractors.** To accept construction from a local contractor, the BCE must receive a completed DD Form 1354 checklist that the contractor has prepared according to:

- AFI 32-1023.
- Construction Technical Letter CTL.88-2.



**3.6. Vouchering DD Form 1354, Transfer and Acceptance of Military Real Property.** The real property accountable officer prepares AF Form 1441 to:

- Record the transfer of facilities.
- Establish the real property record.

**3.7. Acquiring Real Property and Constructing Facilities in Foreign Countries.** BCEs must use the documents that the host nation provides (instead of DD Form 1354) when they acquire real property.

**3.8. Transferring Real Property From Nonappropriated Funds (NAF) and Outside Agencies.** The Air Force automatically receives title to the real property (including real property installed equipment [RPIE]) that is constructed on Air Force-owned or leased installations with NAF.

3.8.1. Real property accountable officers account for these title transfers on real property records. *EXCEPTION:* The outside agency receives approval from the Air Force to keep the title.

3.8.2. Construction contractors may keep the title to temporary facilities that they are using during a contract. After the contract is complete, the contractor has two options:

- Remove the facility.
- Donate the facility to the Government (if the Government wants it).

**3.9. Managing Real Property in Foreign Countries.** Air-Force constructed facilities and installed equipment in foreign countries remains Air Force property. *EXCEPTION:* Agreements state otherwise.

3.9.1. When installation commanders can relocate Air Force-owned installed equipment and buildings for 50 percent or less of their replacement cost, they:

- Include the estimated cost in the "remarks" section of the real property record card.
- Limit relocation to prefab or pre-engineered facilities of not more than 2,000 square feet each.
- Show the costs of installed equipment.
- Base costs on the estimated cost of the work and materials to remove the facility.
- Include crating costs only for installed equipment.
- Do not include destination, transportation, or re-erection costs.

**3.10. Recording Direct and Indirect US Dollar Investments for Oversea Facilities.** Real property accountable officers apply costs that they record in real property accountable records to:

- Direct expenditures by military departments from DoD appropriations for construction and capital improvements.
- Direct investments of US dollar NAFs or donations.

**3.11. Recording Non-US Dollar Investments:**

3.11.1. Costs related to facilities that organizations have constructed with non-US dollars include:

- Facilities for the North Atlantic Treaty Organization (NATO) that use joint allied defense funds.
- Facilities that host nations supply at no cost to the US Government.

- Facilities that foreign governments construct for use by DoD agencies.

3.11.2. Real property accountable officers don't show non-US dollar investments in real property records.

3.11.3. Real property records show current estimated replacement costs.

3.11.3.1. To calculate this estimate, real property accountable officers use:

- Basic unit costs.
- Location code factors.

3.11.3.2. Real property accountable officers do not include non-US dollar investments in reports.

*EXCEPTION:* AFREA/MI requests the information.

**3.12. Transferring Collateral Equipment.** Installation commanders transfer collateral equipment included in the recorded value of buildings to the Base Equipment Management Office (BEMO) for reissue to the equipment custodian.

3.12.1. Use DD Form 1149, **Requisition and Invoice/Shipping Document**, for the transfer.

3.12.2. Deduct the cost of the equipment from the building value when transferring the equipment.

3.12.3. When transferring new construction:

- Remove all collateral equipment from the DD Form 1354.
- Transfer the equipment to the BEMO.

3.12.3.1. The BEMO reissues the collateral equipment to the property custodian.

3.12.4. Transfer medical or dental facility property to the base medical supply officer.

**3.13. Acquiring Gifts of Real Property.** The word "donation" applies to a gift of real property that any source other than a department or agency of the Federal Government makes. (See AFI 51-601, *Gifts to the Department of the Air Force*, for procedures.)

**3.14. Recording Costs for New Family Housing.** New family housing construction bids identify costs within 5 feet of the foundation.

3.14.1. Real property accountable officers use actual construction costs that the construction agency provides for costs shown on real property records.

3.14.2. Real property accountable officers prepare and maintain separate real property records to identify the following property provided exclusively for military family housing:

- Systems.
- Plants.
- Pavements.
- Land that the Air Force uses exclusively for family housing.

3.14.2.1. If separate costs and quantities are not available, use a validated engineering analysis.

**3.15. Maintaining Real Property Records for Family Housing.** Real property accountable officers maintain separate family housing records for each category of housing. (See AFH 32-9007.)

**3.16. Accounting for Air Force Use of Permitted and Leased Facilities:**

3.16.1. Real property accountable officers establish records for portions of installations that the Air Force does not own but acquires for its own use by:

- Lease.
- Permit.
- Easement.
- License.
- Other written legal agreement.

**3.17. Contractor Responsibilities.** Civil engineers ensure that contractors who maintain Government facilities provide adequate data on their work for real property records.

3.17.1. Include a clause in the contract to ensure compliance with this requirement.

**3.18. Classifying Facilities at Missile Installations.** Civil engineers classify facilities at missile installations as:

- Buildings.
- Systems.
- Miscellaneous structures.
- Plants.
- Pavements.
- Land.
- Railroads.

**NOTE:**

These classifications apply to facilities that the Air Force constructs above or below ground.

3.18.1. Keep a separate listing for RPIE.

**3.19. Identifying Facility Category Code and Nomenclature.** Real property accountable officers ensure that the category code and nomenclature on real property records matches those in the Air Force *Corporate Data Dictionary* for each category of use.

**3.20. Communications-Electronics (C-E) Equipment.** C-E equipment and its components are normally considered organization equipment. For exceptions, see AFH 32-9007.

## Chapter 4

### CHANGING REAL PROPERTY RECORDS

#### 4.1. Changes Affecting Real Property Records:

- Acquisition.
- Disposal.
- New construction.
- Alterations and modifications that the BCE does in-house.
- Installation and removal of installed equipment.
- Military labor.
- Self-Help work.
- Adjustments due to damage by fire, storm, or other causes.
- Changes in use.

**4.2. Replacing Similar Items.** Do not change real property records for replacement of a like item of installed equipment that does not increase or decrease the capacity of the equipment.

#### 4.3. Limiting Changes to Real Property Records.

Changes to real property records are limited to:

- Work accomplished with military construction funds.
- Minor construction projects funded by O&M or R&D funds.
- Alteration projects that change the construction type.
- Increases or decreases to unit of measure quantities.
- Construction accomplished with military family housing funds.

**4.4. Capitalizing BCE Work.** All new construction accomplished by the BCE must be added to real property records.

4.4.1. The cost of construction by local contract must include the cost of architectural engineer (A-E) services. See AFH 32-9007 for details.

4.4.2. Do not capitalize when minor construction, including A-E services, does not exceed \$15,000.  
*EXCEPTIONS:*

- Adding new fixed equipment.
- Changing the physical capacity, basic data, or description of a facility. (See the *Real Property Voucher Handbook* for details.)

**4.5. Capitalizing Self-Help Work.** Self-Help work is capitalized when the actual or estimated cost is greater than \$15,000.

4.5.1. All Self-Help work must be approved by and accomplished under the strict surveillance of the BCE.

4.5.2. The cost of government furnished materials and estimated labor hours from the BCE work order will be used for capitalization.

4.5.3. If costs are not known, use an engineering estimate.

**4.6. Adjustments to Real Property Records.** Real property accountable officers may use an AF Form 85, **Inventory Adjustment Voucher**, or a certified memorandum to record:

- Increases and decreases in data or compensating coverages.
- Shortages of installed real property that the officers discover as a result of an inventory.

4.6.1. Attach the AF Form 85 or the certified memorandum (or both) to AF Form 1441 as the supporting document for the changes to show why you changed the records.

**4.7. Preparing Vouchers.** AF Form 1441 is the only authorization for changing real property records or general ledger asset accounts. (See AFH 32-9007 for detailed instructions.)

**4.8. Accounting for Research and Development (R&D).** Do not include R&D facilities in real property accounts that are temporary and required solely for R&D tasks or tests.

4.8.1. After an R&D task is complete and authorities decide that the facilities meet a real property requirement, transfer them from the equipment authorization inventory data (EAID) to the real property records.

**4.9. Recording Capital Improvements.** A conversion, alteration, extension, addition, or deletion that changes the physical capacity, basic data, or description of a facility is a capital improvement that must be recorded in real property records.

4.9.1. Work classified as maintenance must not be included in real property records. (See AFH 32-9007 for exceptions.)

**4.10. Changing the Use of Real Property.** Changes in use of real property are accomplished according to:

- AFI 32-9002, *Use of Real Property Facilities*.
- AFH 32-9007.

**4.11. Maintaining Voucher Registers.** Promptly voucher and enter in the register all completed actions that affect the real property records.

4.11.1. Maintain a separate voucher register and series of numbers for each real property control account

4.11.2. Number vouchers serially, four-position numeric, beginning as of 1 October each year.

4.11.3. See AFH 32-9007 for detailed procedures for canceled and lost vouchers.

**4.12. Supporting Vouchers.** Documents used to support real property vouchers are:

- AF Form 85, **Inventory Adjustment Voucher**.
- Certified memorandums.

- AF Form 200, **Financial Liability Investigation of Property Loss.**
- AF Form 2324, **DoD Fire Incident Report.**
- AF Form 300, **Facility Disposal.**
- AF Form 327, **Base Civil Engineer Work Order.**
- AF Form 332, **Base Civil Engineer Work Request.**
- DD Form 1149, **Requisition and Invoice Shipping Document.**
- AF Form 1445, **Materials and Equipment List.**
- DD Form 1348-1, **DoD Single Line Item Release/Receipt Document.**
- DD Form 1354, **Transfer and Acceptance of Military Real Property.**
- Reports of boards of officers.
- Leases or licenses showing acquisition or disposition of real property or real estate interests.
- Certified WIMS real property reports.
- AF Form 1442.

**4.13. Balancing Real Property Accounts.** Real property accounts must be balanced with the real property general ledger assets and statistical accounts maintained in the Accounting and Finance Office. See AFH 32-9007 for details.

**4.14. Filing Original Tracings.** The BCE maintains a complete file of original tracings (preferably linen) as part of the real property file.

**4.15. Using Real Estate Maps.** BCEs ensure that personnel prepare and maintain a real estate map, showing all tracts of land, for each Air Force installation holding a real property account.

4.15.1. BCEs maintain current specifications for grounds, buildings, structures, utility systems, and other maps, plans, and drawings. (See AFH 32-9007.)

**4.16. Assigning Facility Numbers.** Real property accountable officers assign one number to a facility for identification and inventory. (See AFH 32-9007.)

**4.17. Accommodating City Numbering Systems.** In addition to the real property identification number, base commanders may assign an additional number from a city numbering system for city buildings. The city number helps mail carriers and visitors locate addresses. (See AFH 32-9007.)

**4.18. Identifying Streets.** Base commanders may assign names and numbers, including such designations as "street," "avenue," "lane," "drive," and "parkway"), to the streets and roads within their installations.

4.18.1. The MAJCOM, with the authority of AFI 36-3108, oversees this activity.

**4.19. Accounting for Air Force Property in GSA Space.** Air Force property, installed in general purpose space leased from GSA, must be accounted for. (See AFH 32-9007.)

## Chapter 5

### INVENTORY AND INSPECTION

**5.1. Real Property Inventory.** A complete physical inventory of all real property will be accomplished within one year from activation.

5.1.1. After the initial inventory, a progressive physical inventory is scheduled to ensure that a complete inventory is completed every 5 years.

5.1.2. The BCE develops local inventory procedures. (See AFH 32-9007.)

5.1.3. Conduct an inventory of outgranted buildings at the beginning and ending of the outgrant.

5.1.4. Prepare an annual statement certifying a selective physical check of real property has been made and real property records adjusted accordingly. Voucher the certified statement and place in voucher file.

**5.2. Conducting Inventories of Real Property Installed Equipment (RPIE).** The real property accountable officer conducts selective inventories of plants and systems as determined by the BCE.

5.2.1. Inventories may be limited to "X" line items as listed on the RCS: SAF-MII(AR)7115, *USAF Real Property Inventory Detail List*.

5.2.2. The base housing officer conducts inventories of RPIE in housing units. (See AFI 32-6001, *Family Housing Management*.)

**5.3. Installation Boundaries Inspections.** Installation commanders, through their BCE, ensure that boundaries are inspected at least once a year. (See AFH 32-9007).

5.3.1. Unauthorized encroachments are resolved in accordance with AFI 32-9003, *Granting Temporary Use of Air Force Real Property*.

## Chapter 6

### REPORTING REAL PROPERTY INVENTORY

**6.1. Background.** Real property inventory reporting according to 10 U.S.C. requires submittal of data to AFREA/MI to establish a HQ USAF central real property inventory. The central inventory is the source of information for reports used by the:

- Congress.
- DoD.
- Air Staff.
- GSA.
- Other government agencies.

### **6.2. Reporting Responsibilities:**

6.2.1. The installation commander:

- Prepares accurate reports and submits them through the appropriate channels to the MAJCOM.
- Implements instructions to ensure accurate reporting according to AFM 171-200, Volume 2F, at BEAMS bases and on-line documentation at WIMS bases.
- Validates the condition and use of all facilities.
- Submits the RCS: SAF-MII(AR)7115 for each reportable installation.

6.2.2. MAJCOMs:

- Submit a report for all installations under their jurisdiction, as reflected in the Air Force Installation Directory.
- Ensure the MAJCOM RCS: SAF-MII(AR)7115 report and the Accounting and Finance Reconciliation Report balance before transmittal to AFREA/MI.
- Review reports for accuracy, completeness, and compliance with these instructions.

6.2.3. HQ AFMC reports for industrial installations.

### **6.3. Report Deadlines:**

6.3.1. Installation commanders send data in time for the MAJCOM to receive it no later than 2 days after the "as of" date.

6.3.2. MAJCOMs send data in time for HQ USAF to receive it no later than 30 days after the "as of" date.

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## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

#### ***References***

Department of Defense Instruction 4165.14, *Inventory of Military Real Property*, December 21, 1966, with Changes 1 through 4

AFPD 32-90, *Real Property Management*

AFI 25-201, *Support Agreement Procedures*

AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*

AFI 32-6001, *Family Housing Management*

AFI 32-9001, *Acquisition of Real Property*

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*

AFI 32-9004, *Disposal of Real Property*

AFI 36-3108, *Memorialization Program and Ceremonies*

AFI 37-128, *Administrative Orders (PA)*

AFI 51-601, *Gifts to the Department of the Air Force*

AFH 32-9007, *Managing Air Force Real Property*

#### ***Abbreviations and Acronyms***

**ANG**—Air National Guard

**BCE**—Base Civil Engineer

**BEMO**—Base Equipment Management Office

**DoD**—Department of Defense

**EAID**—Equipment Authorization Inventory Data

**GSA**—General Services Administration

**HQ USAF**—Headquarters US Air Force

**MAJCOM**—Major Command

**NAF**—Nonappropriated Funds

**RPIE**—Real Property Installed Equipment

**USPFO**—US Property and Fiscal Officer

**WIMS**—Work Information Management System

#### ***Terms***

**Accountability**—The obligation that a law or regulation imposes to keep accurate record of:

- Property.
- Documents.
- Funds.

The person with this obligation might or might not have actual possession of the property, documents, or funds. Accountability applies primarily to records, while responsibility applies primarily to custody, care, and safekeeping.

**Activation**—Starting up an Air Force function at an Air Force installation or facility.

**Auxiliary Installation**—An installation with an aircraft operating area that provides operational activities in support of a primary installation and depends upon a primary installation for administrative and logistical support.

**Building**—A physical plant and its improvements, including installed, permanently attached building equipment that helps personnel use the building and its systems.

**Category**—A collective title or main heading for real property facilities with similar functions. Categories simplify referencing and reporting.

**Category Code**—The six-digit code identifying the function of the real property facility.

**Collateral Equipment**—For accounting purposes, equipment attached to a building or utility that helps the facility operate. Bases identify these items in the base equipment management office (BEMO) property account and the equipment authorization inventory data (EAID). (See TA 563 for examples. See AFMAN 23-110 [formerly AFM 67-1, Volume V, chapter 14] for medical examples.)

**Condemnation**—A judicial proceeding that the Government implements so it can exercise its right of eminent domain over real property.

**Condition**—The physical ability of a facility to house an organization or function.

**Construction**—

- Erecting, installing, or assembling a new facility.
- Adding to, altering, expanding, converting, or replacing an existing facility.
- Moving a facility from one installation to another.
- Construction includes:
  - Equipment that personnel install on the facility.
  - Site preparation, excavation, filling, landscaping, or other improvements that personnel make to the land.

**Designation**—An installation's official name, which appears in a special order.

**Detached Installation**—A non self-supporting installation used for administrative, operational, or training missions not in support of any particular primary, auxiliary, or offbase installation.

**Detached Leased Installation**—A non self-supporting installation with a leasehold interest in the entire installation, used for administrative, operational, or training missions not in support of any particular primary, auxiliary, or offbase installation.

**Equipment Authorization Inventory Data (EAID)**—An item of nonreplaceable equipment that the Air Force authorizes.

**Facility**—A building, structure, or other aspect, including:

- Utility systems.
- Pavements.
- Land.

**General Services Administration (GSA) Space**—Space in buildings that the GSA owns and leases and assigns to an Air Force organization or other Federal Government agency. This space includes related land use.

**Installation**—Real property in which the Air Force has an interest or jurisdiction. Installations also include:

- Real property that the Air Force controls by agreement with foreign governments or through other rights.
- Portions of installations that the Air Force does not own but acquires by lease, permit, or other written agreement. The Joint Chiefs of Staff assign such installations their installation indicator code.

**Lease**—A document that provides possession of real property for a specified term in return for payment of rent or other benefits to the owner.

**Offbase Installation**—An installation without an aircraft operating area that provides operational, training, administrative, or logistical support to a primary, auxiliary, or detached installation and depends on that installation for other support. An installation that is separated only by a road, fence or other segregating construction is not considered an offbase installation.

**Outgrant**—A lease, license, easement, or permit that provides an interest in or a right to use Air Force real property.

**Primary Installation**—A self-supporting installation, with or without an aircraft operating area, that has facilities for administrative and operating activities to carry out a given mission. For recording and reporting real property, this is normally the parent or control installation.

**Programmed Installation**—An installation for which the Air Force does not have real property jurisdiction, control, or accountability but that an Air Force organization occupies or programs for use. The Joint Chiefs of Staff assign such installations their programmed installation indicators.

**Real Property**—

- Land.
- Buildings and structures.
- Utility systems.
- Improvements.
- Related property rights.
- Equipment that personnel attach to and make part of buildings and structures (such as heating systems).
- Real property does not include movable equipment (such as plant equipment).

**Real Property Accountable Officer**—The individual (military or civilian) that the base commander appoints to maintain real property accountable records.

**Real Property Installed Equipment (RPIE)**—Those items of government-owned or leased accessory equipment, apparatus and fixtures that are essential to the function of the real property and are permanently attached to, integrated into, or on government-owned or leased property. Excluded is organization or collateral equipment reflected in the equipment authorization inventory data (EAID), as shown in AFMAN 23-110 (formerly AFM 67-1, Volume IV). Also excluded are other technical, medical, commissary, aircraft installed, fixed laundry and dry cleaning, MARS, cryptographic, automatic data processing, rental equipment research and development, and so on.

## **Attachment 2**

### **TRANSFER OF ACCOUNTABILITY CERTIFICATE**

(Place) \_\_\_\_\_

(Date) \_\_\_\_\_

I certify that the accountable data shown on the real property accountable record, installation code (and those on the attached list), are true and correct to the best of my knowledge agree with a mutually acceptable inventory that my successor and I have conducted before this transfer of accountability. I transfer the property on this date to my successor (enter the name and grade of the person taking the account), as the certification below shows, in accordance with (enter order directing transfer).

Signed \_\_\_\_\_

(Person giving up the account)

I certify that I have on this date received from my predecessor (name of the person giving up accountability) all real property relating to the real property accountable record, installation code (and those on the attached list), as shown in the last audit of the account and a mutually acceptable inventory that my predecessor and I have conducted, and that I have on this date taken accountability for the property as of (last voucher date).

Signed \_\_\_\_\_

(Person receiving the account)